

INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU



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| No: BAKU-2021-I-01 | Management Business Analyst Intern | Date: 10/21/2021 |
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**THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT HAS BEEN
EXTENDED THROUGH NOVEMBER 19th, 2021.**

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| OPEN TO: | All Azerbaijan Citizen University Students |
| POSITION: | Management Business Analyst Intern |
| OPENING DATE: | October 21, 2021 |
| CLOSING DATE: | November 19, 2021 |
| WORK HOURS: | Part time; 20-30 hours/week. This will include office and virtual work. |
| LENGTH OF INTERNSHIP: | Up to six months |
| IMPORTANT NOTICE: | This is NOT an offer of Federal Employment; There will be NO benefits; There will be NO COMPENSATION. |

Note: All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Embassy in Baku is seeking individuals for Management Business Analyst Intern position. Multiple selections may be made from this announcement.

BASIC FUNCTION OF THE POSITION

The temporary intern position will serve as an administrative assistant in the Management Office (Head of Administration) of the U.S. Embassy Baku. Management offices include customer service, contracting, logistics, facilities, human resources, finance, community liaison, medical, and information technology. Interns will work directly for the Management Officer on discrete projects including process improvement, marketing, customer service, innovation, cost-cutting and efficiency that may include

mapping processes; developing new performance measures; improving existing metrics to measure and improve services.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3847.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Post-Secondary study in Business, Math, Statistics, Finance, Accounting, Public Administration, Information Technology or related field is required.

2. LANGUAGE: Level III (Good working knowledge) Speaking/Reading/Writing English is required.

3. KNOWLEDGE/SKILLS: Attention to details, computer skills, and good interpersonal skills are required.

ADDITIONAL SELECTION CRITERIA:

The following is required:

1. Azerbaijani citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance and be fully vaccinated for COVID.
5. All applicants must have a personal laptop to use.
6. After selection, the student must receive security clearance before receiving a formal offer of internship.

TO APPLY

The following is required:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English), except for students at the following: ADA University, Khazar University, Baku Engineering University, Azerbaijan University of Languages, Baku Slavic University, Azerbaijan State Oil and Industry University, Azerbaijan University, Western Caspian University.
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).
7. CV (Résumé)

SUBMIT APPLICATION TO

Only electronic copies:

E-mail: BakuHRInternship@state.gov

POINT OF CONTACT

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>